



CANNON BUILDING
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BOARD OF FUNERAL SERVICES

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| MEETING MINUTES: | BOARD OF FUNERAL SERVICES |
| DATE AND TIME: | July 26, 2016 at 10:00 a.m. |
| PLACE: | 861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building |
| MINUTES APPROVED: | September 27, 2016 |

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Mary Byrd, Public Member
Chad Chandler, Professional Member
Jane Hovington, Public Member
Danna Levy, Public Member (10:20 a.m. – 11:15 a.m.)
Bill Torbert, Professional Member

MEMBERS ABSENT

Duwayne Casini, Professional Member, Secretary

DIVISION STAFF

Meredith Hurley, Administrative Specialist II
Kevin Maloney, Deputy Attorney General

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:00 a.m.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – May 24, 2016

Mr. Chandler made a motion, seconded by Ms. Hovington, to approve the May 24, 2016 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Discussion Regarding SB65 and Changes to Rules & Regulations

The Board discussed the aspects of inspecting funeral establishments during the licensure process. The inspections will be for new and current facilities. A list of requirements will need to be established for the inspections. Mr. Maloney advised the Board that he could add additional language to section 4.2 of the regulations, itemizing mandatory items needed for prep rooms. Mr. Maloney will prepare a draft for the Board to review during the next regularly scheduled meeting.

Mr. Parsell raised the question of establishment signage not matching the name on the license that was issued and if that should be a concern for inspectors to look for.

Regulations from other agencies were brought up and how they should be compiled so the Board can compare their information with information they want to add to the regulations.

Mr. Parsell asked for further concerns on inspections to be brought to the next meeting and would like crematories and cremation be the next topic of discussion.

Review of Substantially Related Crimes List

After some discussion, the Board decided to table this item until the next meeting to give time to review the list that Mr. Maloney provided that helps clarify some of the crimes on the list.

Final Denial of Applications

Mr. Chandler made a motion, seconded by Ms. Hovington, to deny the applications of Carolyn Whigham and Terry Whigham for licensure as funeral directors. By unanimous vote, the motion carried.

NEW BUSINESS

Review of Resident Intern Reports

Ms. Byrd made a motion, seconded by Mr. Torbert, to approve the resident intern reports submitted by Lance Frati. By unanimous vote, the motion carried.

Review of Applications for Licensure

Mr. Chandler made a motion, seconded by Ms. Byrd, to approve David Hovatter for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Mr. Chandler made a motion, seconded by Ms. Byrd, to approve Matthew Hovatter for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Mr. Chandler made a motion, seconded by Mr. Torbert, to approve Watson-Yates Funeral Home (A Member of the Parsell Funeral Family) for a funeral establishment permit. The motion carried with Mr. Parsell recusing.

Ratification of Licensure

Mr. Chandler made a motion, seconded by Mr. Torbert, to ratify the Funeral Resident Intern license of Caitlin Gilmore. By unanimous vote, the motion carried.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

There was no other business before the Board.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, September 27, 2016, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Chandler made a motion, seconded by Ms. Levy, to adjourn the meeting at 11:15 p.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley
Administrative Specialist II